

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DNR0613274**

Date Posted: **07/05/11**

POSITION NO: **201345**

Closing Date: **07/18/11**

CLASS CODE: **1368**

POSITION TITLE: **Sales Clerk**

DEPARTMENT NAME: **DNR/Navajo Nation Museum**

DEPARTMENT NO: **61**

WORKSITE LOCATION: **Window Rock, Arizona**

WORKS DAYS/HOURS:

POSITION TYPE:

GRADE: **R56A**

Days: **Mon.-Sat.**

Permanent: ☒

SALARY:

Hours: **FLEX**

Temporary: ☐

Duration: **\$ 19,136.00 Per Annum**

Part-Time: ☐

No. of Hrs/Wk: **40 \$ 9.20 Per Hour**

**DUTIES AND RESPONSIBILITIES:**

Under direct supervision of the Museum Director, oversees Museum Gift Shop reception and sales desk; greets visitors, responds to customer questions, and sells publications. Manages publications sales program; orders books, processes purchase requisitions, invoices, records Accounts Receivable transactions, and reviews publishers' catalogs to identify newly-released titles relevant to the subject areas covered by the Museum. Maintains proper control of storage and display areas to ensure that adequate security and physical protection are provided. Designs shop displays for sales; plans, schedules, and installs new store displays throughout the year. On occasion will assist the Facilities Representatives with front desk duties. Perform daily sales close-outs procedures and Quarterly inventory audits. Attends conferences and meetings as deemed necessary. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED

**Experience:**

Or an equivalent combination of training and experience which provides the capabilities to perform the described duties.

**(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge in QuickBooks software, basic accounting, recordkeeping, inventorying and ordering stock; ability to operate a computer and a sales register for cash, credit cards, and purchase order transactions. Familiarity with the tribal procurement processing system preferred.

**License/Certification Requirements:**

Must possess a valid state drivers license and obtain a NN Tribal Operators Permit.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**